Online legal databases basic tutorial
Stefano Mastrocicco
Learning outcomes

By the end of this training session the participants will be able to:

- Learn how to generate keywords using the Statsky’s Cartwheel search tool.
- Understand Westlaw UK and Lexis Library sites structure.
- Use basic search strategies to find statutes, case law or academic journals.
Introduction

ACCESS

RESOURCES
Statsky’s Cartwheel

Impact of EU Referendum

- Economic interests affected
- PROs and CONs for both parts
- Social and cultural aspects
- Political situation

Narrower words

- Circulation of capital, services, people/labour, goods
- Immigration
- Human rights
- Ad hoc law making
- Free trade agreements

Broader words

Negotiation

Agencies

UK Parliament
Cabinet Office
Department for Exiting the EU
European Council
EU Commission
EU Parliament

Antonyms

Failure
Conflict

Synonyms

Agreement
Compromise
management
debate
dialogue
discussion

Related procedural terms

- Guidelines
- Terms of reference
- Stakeholders involved
- Committees
- Timing

Sources

Newspapers
Nexis
FT.com
institutional websites
Academic journals

The Cartwheel Approach by William P. Statsky
Primary Sources

CASE LAW

LEGISLATION
Secondary Sources

JOURNALS

E-BOOKS
How to access the legal resources available through Plymouth University?

Click the Databases button to access the navigation bar listing the databases in alphabetical order.
How to access the legal resources available through Plymouth University?

To access each database, click on the letter from the alphabetic A-Z Databases bar on the top and on the corresponding link.

You can also access the databases for a specific subject.
How to access the legal resources available through Plymouth University?

To log in to a database, provide the credentials emailed to you by the Law Office in the following format:

**Username:** composed by the initial of first name and surname

**Password:** Dob.dd/mm/yyyy

**USEFUL LINKS**
- Web of Knowledge Linking to Web of Science
- ILS Home (access to other information and resources)
Primary sources – Legislation

Lexis®Library

Access to consolidated primary and secondary legislation passed from the UK Parliament at Westminster, applying to the UK as a whole, England and Wales together and Wales only.

It also covers Acts and Statutory Instruments passed by Scottish Parliament and the National Assembly for Wales.
Coverage of Halsbury’s Statutes from 1929 including annotations.

Westlaw® UK

Access to consolidated primary and subsidiary legislation from UK parliaments/assemblies (except local SIs).
It includes legislation from Northern Ireland Assembly.
Coverage of Halsbury’s Statutes from 1991 in expansion.
Primary sources – Case law

Lexis®Library

Full text of cases published by Butterworths and other publishers. About 60 law reports including The Law Reports, All England Law Reports, and The Times Law Reports, and unreported cases from 1980.

Westlaw®UK

Full text of cases published by Sweet & Maxwell and other publishers. About 45 UK law reports including The Law Reports and Weekly Law Reports, and unreported cases from 1999.
Secondary sources – Law journals, commentaries and e-books

Lexis® Library

Full text of more than 100 law journals and access to bulletins, newsletter and e-books including the Halsbury’s Law of England, the Encyclopaedia of forms and precedents.

Westlaw® UK

Full text of more than 120 law journals, bulletins and newsletters and e-books including Palmer’s company law, White Book 2015 from Sweets & Maxwell and other publishers.
Lexis Library homepage

Find a Title...

- Legislation
  - Act
  - SI
- Case name or citation
- Journal article
- Form or precedent
- Find a source

My Bookshelf

- Journal of Environmental Law
  - Browse | Search
- The New Law Journal
  - Browse | Search
- All England Law Reports
  - Browse | Search
- Halsbury’s Laws of England
  - Browse | Search
- Butterworths Company Law Handbook
  - Browse | Search
- Butterworths Employment Law Handbook
  - Browse | Search
- The Civil Court Practice 2017 (The Green Book)
  - Browse | Search
- Harvey on Industrial Relations and Employment Law
  - Browse | Search

View more
Before starting your search...
Before starting your search...

- Familiarise with legal abbreviations of courts and law reports.

- Use the neutral citation to find cases and use the correct law reports for citation.

- Take advantage of useful search tips.

- Check the status icons to identify current or superseded law or the judicial consideration of cases.
Legal Abbreviations

Legal abbreviations help to identify which Court ruled a case and where this is reported. The Cardiff Index of Legal Abbreviations is a good source to find details of several abbreviations.

104. *Ames v Spamhaus Project Ltd* Queen’s Bench Division, 27 January 2015
   - **Subject:** Defamation; Civil procedure
   - **Keywords:** Amendments; Email; Jurisdiction; Libel; Particulars of claim; Proportionality; Reputation; Striking out; Unsolicited communications

105. *Simpson v MGM Ltd* Queen’s Bench Division, 21 January 2015
   - **Subject:** Defamation; Civil procedure
   - **Keywords:** Amendments; Contribution; Defamatory meaning; Justification; Libel; Newspapers; Part 20 claims; Striking out
   - **Where Reported:** [2015] EWCA 77 (QB); Official Transcript
   - **Documents:** Case Analysis Official Transcript

106. *Clark v TripAdvisor LLC* Court of Session (Inner House, Extra Division), 19 December 2014
   - **Subject:** Civil procedure; Information technology; Defamation
   - **Keywords:** Court of Session; Defamation; Disclosure; Foreign companies; Jurisdiction; Scotland; Website operators
   - **Documents:** Case Analysis 2015 S.C. 368 2015 S.L.T. 59 Official Transcript

107. *Royal Brompton and Harefield NHS Foundation Trust v Rochelle* Queen’s Bench Division, 19 December 2014
   - **Subject:** Civil procedure
   - **Keywords:** Committal for contempt; Defamation; Harassment
   - **Where Reported:** [2014] EWCA 4331 (QB); Official Transcript
   - **Documents:** Case Analysis Official Transcript
**Legal Abbreviations**

Supreme Court of the United Kingdom created by the Constitutional Reform Act 2005; replaced the House of Lords as the final UK court of appeal. Has jurisdiction to hear appeals from the Court of Appeal (Civil and Criminal Divisions) and, in limited circumstances, the High Court. Staffed by judges known as Justices of the Supreme Court.

Court of Appeal (Civil Division) one of the ‘senior’ Courts of England and Wales, hearing appeals from the High Court, County Courts and Employment Appeal Tribunals. The Court is largely staffed by senior judges known as Lord Justices of Appeal.

The Judicial Committee of the Privy Council is the final court of appeal for UK overseas territories, Crown Dependencies and some Commonwealth countries.

High Court one of the ‘senior’ courts of England and Wales. Hears more complex and higher value civil disputes (plus some limited criminal jurisdiction). Divided into three ‘divisions’ whose jurisdiction may overlap. Sometimes referred to as the ‘Divisional Court’, which is not a separate court or division but relates to the number of judges sitting (it normally comprises a bench of two or, less often, three judges, rather than the more usual single judge).

Exceptionally, the Court may include a jury (e.g. defamation). It has a supervisory function over subordinate courts and tribunals. It comprises:

- **Queen’s Bench Division (QBD)** hears actions in contract and tort and has three courts attached: Commercial, Admiralty and Technology and Construction. The QBD also hears actions relating to judicial review and writs of habeas corpus, while acting as an appellate court on criminal matters for the magistrates’ and Crown courts.

- **Family Division** has jurisdiction in family matters including matrimonial proceedings under the Children Act 1989 and non-contentious probate cases. Attached to it is the Family Divisional Court, which has appellate jurisdiction. See Chapter 8.

- **Chancery Division** hears cases principally relating to business such as insolvency, mortgages, administration of estates, partnership disputes and intellectual property. The Companies and Patents Courts are attached to it. The Chancery Divisional Court has appellate jurisdiction in regard to tax and bankruptcy matters.

The County Courts have jurisdiction in claims which include contract, tort, landlord and tenant disputes and uncontested divorce petitions. There are geographical and financial limitations on jurisdiction and more complex cases are heard by the High Court. The court is staffed by Circuit and District Judges.

Magistrates’ courts, although largely criminal, jurisdiction includes civil matters such as granting licences (e.g. betting and alcohol) and ‘family’ matters (e.g. orders for protection against violence, maintenance orders and proceedings concerning the welfare of children, including adoption).

It should be remembered that many civil disputes never reach trial. Most are dealt with through statutory or voluntary procedures, or through mediation, negotiation or arbitration. In addition, Ombudsmen have the power to determine complaints in the public sector and, on a voluntary basis, in some private-sector activities – e.g. banking. In addition, the relevance of tribunals to the machinery of justice in the UK should not be forgotten.

<table>
<thead>
<tr>
<th>Court</th>
<th>Example Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supreme Court</td>
<td>UKSC case no</td>
</tr>
<tr>
<td>House of Lords</td>
<td>UKHL case no</td>
</tr>
<tr>
<td>Court of Appeal (Civil Division)</td>
<td>EWCA Civ case no</td>
</tr>
<tr>
<td>Court of Appeal (Criminal Division)</td>
<td>EWCA Crim case no</td>
</tr>
<tr>
<td><strong>High Court</strong></td>
<td></td>
</tr>
<tr>
<td>Queen’s Bench Division (QBD)</td>
<td>EWHC case no (QB)</td>
</tr>
<tr>
<td>Chancery Division</td>
<td>EWHC case no (Ch)</td>
</tr>
<tr>
<td>Patents Court</td>
<td>EWHC case no (Pat)</td>
</tr>
<tr>
<td>Administrative Court</td>
<td>EWHC case no (Admin)</td>
</tr>
<tr>
<td>Commercial Court</td>
<td>EWHC case no (Comm)</td>
</tr>
<tr>
<td>Admiralty Court</td>
<td>EWHC case no (Admlty)</td>
</tr>
<tr>
<td>Technology and Construction Court</td>
<td>EWHC case no (TCC)</td>
</tr>
<tr>
<td>Family Division</td>
<td>EWHC case no (Fam)</td>
</tr>
</tbody>
</table>

Tribunal decisions are now also reported using neutral citation. Thus a case decided by the Upper Tribunal (Administrative Appeals Chamber) would be reported in a similar format:

[year] UKUT case no (AAC)

Those First-tier Tribunal decisions that are reported (e.g. a Health Education and Social Care case) would be cited:

[year] UKFTT case no (HESC)
Neutral citation and citation of reports

The use of the **Neutral citation** facilitates the identification of cases. First introduced in 2001 for cases ruled by the High Court and the Court of Appeal, this standard was then extended in 2002 to all other courts.

<table>
<thead>
<tr>
<th>Year</th>
<th>Court Name</th>
<th>Division (Optional)</th>
<th>Case Number</th>
</tr>
</thead>
</table>

**[2017] UKSC 5**

**Citation of reports.** A [practice direction](#) released by the Lord Chief Justice in 2012 clarifies the practice governing the citation of law reports.
Useful tips for a timely search

1. Consult **Insight** on Westlaw or the **Practice Areas** in Lexis Library for better understanding of topics and related concepts

2. Search the meaning of words in the **Glossary** for Lexis Library or **Index of legal terms** in Westlaw UK

3. **Browse** the content before starting your search

Photo by Dr. Thomas Müller
Useful tips - Topics

Insight (Westlaw UK) & Practice Areas (Lexis Library)

The Insight breadcrumb trail let you easily navigate through the hierarchy.
Useful tips - Definitions
Glossary (Lexis Library)

Definitions are taken from the Words and Phrases Legally Defined book.

Access this search tool from the circled area from the homepage.
Useful tips - Definitions

Index of legal terms (Westlaw UK)

Westlaw UK allows to review definitions of legal concepts from dictionaries, judicial definition from cases and academic journals.

Access this search tool from the circled area from the homepage.
Useful tips – Browsing sources

Browse the collections

You can either search or browse the collections of law reports, legislative texts and academic legal journals available in both databases.
Useful tips – Status icons for legislation

Icons beside the provisions of law will let you know if a provision is currently in force, superseded or amended. Below you can find some examples of the most used icons:

- **Law in force**
- **Not yet in force**
- **Partially in force**
- **Has been repealed**
- **Superseded**
- **Has prospective amendments applied**
- **Has pending amendments**
Useful tips – Status icons for cases

Status icons when searching cases

You can check the judicial consideration of cases through the following status icons:

- **C**: Decision received positive or neutral judicial consideration and is good law
- **!**: Decision judicially considered, received mixed or mildly negative judicial treatment
- **A**: Case with an appeal outstanding to Court of Appeal, Civil Division or Supreme Court
- **−**: Point of law overruled or reversed, case no longer good law
Results for: Mohamud in substitution for Mr A Mohamud deceased v WM Morrison Supermarkets plc

Lexis® Recommends

Mohamud v WM Morrison Supermarkets plc
[2016] AC 677, [2017] 1 All ER 15
Positive Treatment. Indicated read more...
Show Related Cases

Mohamud v WM Morrison Supermarkets plc
[2014] 2 All ER 990, [2014] IRLR 386
Negative Treatment. Indicated read more...

Narrow By

Search within results

Source Name
Law Reports of the Commonwealth (1)
Judgments (1)
Table of Contents
Law Reports of the Commonwealth (1)
Court/Tribunal
SUPREME COURT (1)

1 - 2 of 2 results shown

1. Mohamud (in substitution for Mr A Mohamud (deceased)) v WM Morrison Supermarkets plc

Mohamud (in substitution for Mr A Mohamud (deceased)) v WM Morrison Supermarkets plc
Vicarious liability – Employer and employee – Act outside scope of employment – ...
1 hit in this document

SUPREME COURT
2 March 2016
Judgments
- 

2. Mohamud (in substitution for Mr A Mohamud (deceased)) v WM Morrison Supermarkets plc - [2016] 3 LRC 485
[2016] 3 LRC 485

Mohamud (in substitution for Mr A

Supreme Court
2 March 2016
Law Reports of the Commonwealth

Wednesday, 11 April 2018
Primary Sources – Case Law

Edgington v Fitzmaurice
[1885] 29 Ch D 459

Solle v Butcher [1950]
1 KB 671

Horsfall v Thomas
[1862] 1 H&C 90

Attwood v Small [1838]
6 CI & F 232

Derry v Peek
[1889] LR 14 App Cas 337

Esso Petroleum & Co Ltd v Marden [1976] QB 801

Economic Duress
Primary Sources – Legislation
Lexis Library

Results for: Criminal Justice Act 1988

Lexis® Recommends
Criminal Justice Act 1988
Partly in force (with prospective appointments and/or amendments) Full snapshot

Narrow By

1 - 40 of 229 results shown

   Criminal Justice Act 1988 1988 CHAPTER 33 An Act to make fresh provision for ...
   1 hit in this document

2. 1 ...
   Criminal Justice Act 1988 198833 29/07/1988 PART I
   1 hit in this document

3. 2 ...
   Criminal Justice Act 1988 198833 29/07/1988 PART I
   1 hit in this document

Enactment
Criminal Justice Act 1988
Criminal Justice Act 1988 > PART I
Criminal Justice Act 1988 > PART I
Criminal Justice Act 1988
CONTACT US

library@gsm.org.uk

0208 516 7818 0208 515 0760
GREENWICH GREENFORD

@gsmlibraries

pinterest.com/gsmlondon